

DEPARTMENT OF ADMINISTRATION
PUBLIC RECORDS BOARD
PRB-001 (R 04/2010)
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Records Retention / Disposition Authorization

- Instructions for completion are provided on pages 2-3.
- In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.
- Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.
- Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original only to the PRB. Maintain an agency copy during the Board's review process.

1. Retention/Disposition Authorization # (RDA)

Sequential Number

Suffix

374

2. Agency Number

3. Unit Number

437

100

4. RDA Status

☒ New☐ Amended☐ Sunset/Renewal☐ Closed/Superseded

5. Agency Name

Department of Children and Families

Division Name

Secretary's Office

Subdivision Name

Office of Legal Counsel

6. Record Series Title

Rehabilitation Review Requests

7. Record Series Life Cycle Dates

Year Created

Year Discontinued

Year of Final Disposition

2012

8. Medium for Records Storage - Check all appropriate categories

☒ Electronic/Digital☐ Microform☒ Paper☐ Other (Specify)

9. Retention Time Period - Specify Actual Period

Yrs

Mo

Wks

Days

Permanent

10

☐

10. Event that initiates the Start of the Retention Time Period

Creation

Fiscal

Other (Specify)

☐ (CR)☐ (FIS)☒ Case is Closed

11. Disposition

☐ Destroy☐ Transfer to State Archives (WHS)☐ Transfer to Other Location (Specify)☒ Destroy Confidential☐ Transfer to UW Archives

12. Records Series Description

This record series is used to produce annual reports to the WI Legislature. It also documents who has applied for a rehabilitation review.

These records consist of, but are not limited to the following:

- Application for rehabilitation review and accompanying documentation.
- Correspondence to and from applicant.
- Appeal and accompanying documentation.
- Department decisions.

**APPROVAL SUBJECT TO 10-YEAR
SUNSET. RESUBMITTAL REQUIRED
PRIOR TO August 2022**

13. Records Contain Personally Identifiable Information (PII)

☒ Yes☐ No

14. Name of Agency Program Contact or Records Officer - Select appropriate title.

Karen Asbjornson

☒ Program Contact☐ Records Officer

Telephone 608-261-6579

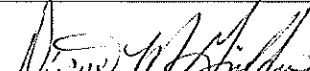
Email

15. Records Series is Confidential or Access is Limited

Yes ☒ No (If yes, enter Statute/Code)

16. APPROVAL SIGNATURES

6.18.12



6-13-12

Agency Official

Date (mm/dd/ccyy)

Agency Records Officer

Date (mm/dd/ccyy)

PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.

AUG 22 2012

8/27/2012

State Archivist

Date (mm/dd/ccyy)

Executive Secretary - PRB

Date (mm/dd/ccyy)

This document can be made available in alternate formats to individuals with disabilities upon request.